

KEC CAMPER HANDBOOK

SO YOU'RE COMING TO CAMP..

OUR MISSION

Kasota East Camp is non-profit camp operated by the Red Deer Presbytery of the United Church of Canada.

The mission of Kasota East Camp is to model a Christian lifestyle in an outdoor setting within a community that promotes outreach, spiritual awareness, personal growth, and harmonious living.



ACCREDITATION

You can count on KEC to meet or exceed all industry standards for camper safety, programming, and facility management. We are accredited by the Alberta Camp Association (ACA) and United Church Camps (UCC) through inspection visits.



EVERYONE IS WELCOME!

CAMPERS OF ALL SPIRITUAL WALKS

KEC is a safe place for campers of all religious and spiritual backgrounds to explore their values. Our programming explores issues from a United Church perspective, but there is no pressure to adopt our faith.

CAMPERS OF ALL IDENTITIES

We work hard to create a safe space for campers of all abilities, ethnicities, gender identities, and sexual orientations. We know that our campers come from diverse economic and family backgrounds. Our staff are trained to use inclusive language and programming.

THE KEC SHOP

KEC MERCH IS A FUNDRAISER!



You can purchase t-shirts, sweaters, and other KEC merchandise at Camper Drop-Off or online. These items help us raise funds to keep camp affordable.

WE DON'T HAVE A TUCK SHOP BECAUSE...

Not all campers have extra money to spend at camp. Instead, we plan snacks into our menu, and make sure each camper gets a free t-shirt and bracelet (excluding family and day camps). This way the focus is on collecting friends, not belongings!



HOW TO GET TO KEC

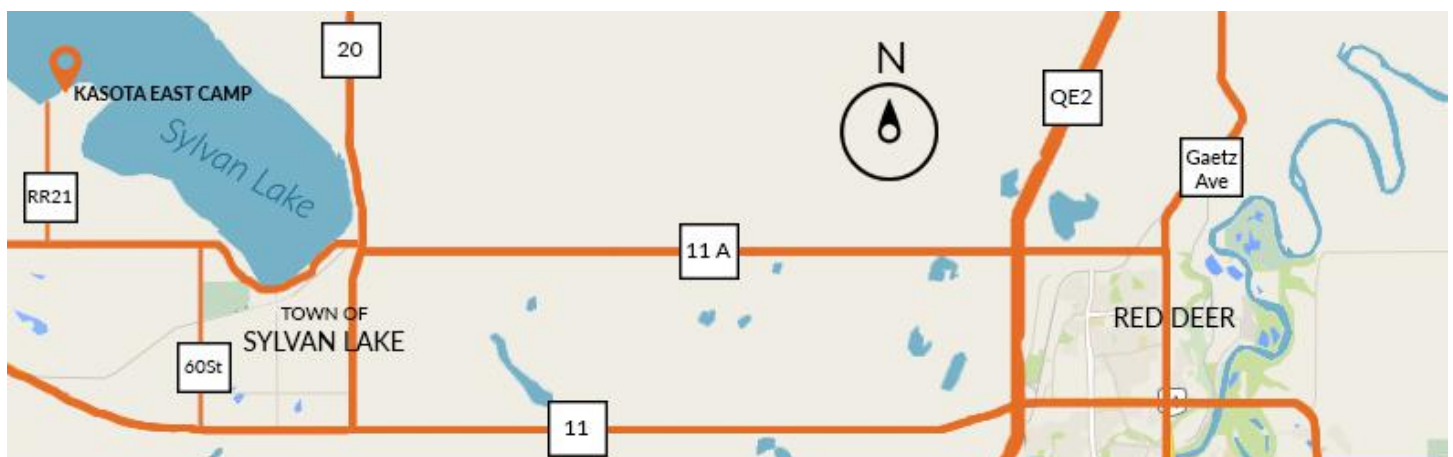
Sorry, KEC does not offer bussing! We are located in Half Moon Bay just outside the town of Sylvan Lake.

SKIRTING SYLVAN LAKE

From Red Deer, follow Hwy 11 West. As you pass Sylvan Lake, take 60 St. to 11A. Turn North on RR21. Follow to the end of the gravel road, and make a right.

THROUGH SYLVAN LAKE

Follow Hwy 11 West. Take Hwy 781 North into Sylvan Lake. Turn West on Lakeshore Dr. Lakeshore Dr. turns into Hwy 11A. Turn North on RR21. Turn right at the end of the road.



FIRST TIME CAMPER?

WE'VE GOT YOUR BACK!

PRO TIP: READ THE CAMPER HANDBOOK



This handbook answers most of the questions campers and their parents/guardians have asked us year after year.

FIRST TIME CAMPER FOLLOW-UP CALL

On the second day of camp, our staff team will make a call home to let parents/guardians know how their first time campers are adjusting to the camp experience. If we can't get a hold of a parent/guardian by phone, we will leave a voice message or send an e-mail. If we require follow-up, we will indicate this in our message. Otherwise, a return phone call is not necessary.

FORGOT TO PACK SOMETHING?



We stockpile toothbrushes, deodorant, and other personal care items in case you forget something. We also have spare sleeping bags and pillows that are washed and ready! Our goal is to save your

parents/guardians a trip back to camp, but if you forget something really important, they can drop it off.

WE OFFER TOURS OF CAMP!

Some campers like to see where they will be swimming, playing, sleeping, and showering, before camp starts. You can get a tour of camp three different ways:

1. Check out our virtual tour on the website
2. Contact the Summer Director to schedule a time to visit KEC
3. Ask for a tour during Camper Drop-Off

IT'S OKAY TO BE SHY!

Camp offers lots of opportunities to act, sing, and show off, but our staff will not pressure you into the spotlight. We want you to be involved in camp activities, but we'll let you decide when you're ready. Our staff are trained to recognize when a camper is feeling shy. We'll help you make friends and feel included in a way that feels comfortable for you.

KEC TRADITIONS

KEC SUMMER THEME

Summer Theme programming enriches our camps with meaningful conversations and activities. We explore important concepts like empowerment, belonging, and social justice in ways that campers can relate to.

THEME T-SHIRT

Campers attending a K-Camp (excludes family and day camps) receive a FREE special edition t-shirt that features our summer theme logo.

ALUMNI BEADS

Each year you attend camp earns you an engraved alumni bead to wear with pride. We celebrate 1, 3, 5, and 10 years with different coloured beads.

POLAR DIP CLUB



If you're feeling adventurous you can join us for a chilly morning dip into Sylvan Lake. It's a great way to wake up for the day! If you take the plunge every day you'll receive a special Polar Dip

certificate during our closing ceremonies.

KITCHEN RAIDS

According to rumour, sweets occasionally go missing from the KEC kitchen at night...

"MMM, I WANNA LINGER"

We reserve this special song for the last Vespers service of each session; it's a beautiful way to celebrate the memories and friendships formed during the week.

TALENT SHOW & SOCK HOP

This is a chance for campers to show off their talents and dance moves, whether they are old favourites or newly discovered!

CLOSING CEREMONIES

Camp ends with a ceremony where parents and guardians can join campers and staff in celebrating various lessons and achievements from the week.



CHECK OUT OUR ONLINE ITINERARY!

See what a typical day at KEC is like by visiting our website and clicking "The KEC Experience" in the top browser bar. This is a great way to reassure new campers by helping them anticipate what they will be doing each day.



BEFORE CAMP

Parents, please make sure you:

- Check that online registration is complete.
- If you registered over the phone, please ensure all waivers are signed. You can mail/e-mail them to the registrar, or bring them to Drop-Off.
- Fill out the camper medication forms for Drop-Off. Label your meds.
- Read the FAQ & DO NOT BRING sections before packing.
- Label your camper's belongings with a permanent marker.
- Complete and pack this list and our handy counselors will use it to ensure that your camper goes home with everything they brought!

Parents might also want to...

- Write camper mail for us to deliver throughout the week (you can also send us e-mails and we will deliver them daily).
- Bring extra money for the KEC Shop on registration day.
- Check out our private photo gallery throughout the week (you will receive the password from your cabin counselor).

- | IN | OUT | <u>Clothing</u> |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Socks (+2 Extra) |
| <input type="checkbox"/> | <input type="checkbox"/> | Underwear (+2 Extra) |
| <input type="checkbox"/> | <input type="checkbox"/> | Pajamas |
| <input type="checkbox"/> | <input type="checkbox"/> | T-Shirts |
| <input type="checkbox"/> | <input type="checkbox"/> | Long-Sleeve Shirts |
| <input type="checkbox"/> | <input type="checkbox"/> | Hoodie/Sweater |
| <input type="checkbox"/> | <input type="checkbox"/> | Pants |
| <input type="checkbox"/> | <input type="checkbox"/> | Shorts |
| <input type="checkbox"/> | <input type="checkbox"/> | Dress Clothes (Optional) |
| <input type="checkbox"/> | <input type="checkbox"/> | Dirty Laundry Bag |

- | IN | OUT | <u>Outdoor Gear</u> |
|--------------------------|--------------------------|------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Running Shoes |
| <input type="checkbox"/> | <input type="checkbox"/> | Sandals |
| <input type="checkbox"/> | <input type="checkbox"/> | Water Bottle (Name on It) |
| <input type="checkbox"/> | <input type="checkbox"/> | Hat & Sunglasses (Required) |
| <input type="checkbox"/> | <input type="checkbox"/> | Warm Jacket |
| <input type="checkbox"/> | <input type="checkbox"/> | Thermal/Warm Under Layer |
| <input type="checkbox"/> | <input type="checkbox"/> | Raincoat & Rubber Boots |
| <input type="checkbox"/> | <input type="checkbox"/> | Swim Towel |
| <input type="checkbox"/> | <input type="checkbox"/> | Swimsuit, Goggles (Optional) |
| <input type="checkbox"/> | <input type="checkbox"/> | Sunscreen & SPF Lip Balm |
| <input type="checkbox"/> | <input type="checkbox"/> | Bug Repellant (Non-Aerosol) |

- | IN | OUT | <u>Optional Stuff</u> |
|--------------------------|--------------------------|-------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Inexpensive Camera |
| <input type="checkbox"/> | <input type="checkbox"/> | Costumes/ Theatre Props |
| <input type="checkbox"/> | <input type="checkbox"/> | Musical Instruments |
| <input type="checkbox"/> | <input type="checkbox"/> | Stuffed Animal |
| <input type="checkbox"/> | <input type="checkbox"/> | Book, Magazines |
| <input type="checkbox"/> | <input type="checkbox"/> | Youth Bible |

- | IN | OUT | <u>Medications & Nutrition</u> |
|--------------------------|--------------------------|------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Prescription & Necessary Meds |
| <input type="checkbox"/> | <input type="checkbox"/> | List of Dietary Accommodations |
| <input type="checkbox"/> | <input type="checkbox"/> | Special Foods/Snacks (Dietary) |

- | IN | OUT | <u>Bathroom Kit</u> |
|--------------------------|--------------------------|----------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Hand Towel & Shower Towel |
| <input type="checkbox"/> | <input type="checkbox"/> | Shower Footwear |
| <input type="checkbox"/> | <input type="checkbox"/> | Shampoo & Conditioner |
| <input type="checkbox"/> | <input type="checkbox"/> | Soap & Face Wash |
| <input type="checkbox"/> | <input type="checkbox"/> | Toothbrush, Paste, & Floss |
| <input type="checkbox"/> | <input type="checkbox"/> | Feminine Hygiene Items, Razor |
| <input type="checkbox"/> | <input type="checkbox"/> | Hairbrush, Elastics, & Product |
| <input type="checkbox"/> | <input type="checkbox"/> | Blow Dryer, Straightener, Curler |
| <input type="checkbox"/> | <input type="checkbox"/> | Deodorant |
| <input type="checkbox"/> | <input type="checkbox"/> | Lotion, Aloe Gel |
| <input type="checkbox"/> | <input type="checkbox"/> | Bag to carry supplies to shower |

- | IN | OUT | <u>Sleeping Gear</u> |
|--------------------------|--------------------------|----------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Pillow |
| <input type="checkbox"/> | <input type="checkbox"/> | Sleeping Bag |
| <input type="checkbox"/> | <input type="checkbox"/> | Flat Bed Sheet |
| <input type="checkbox"/> | <input type="checkbox"/> | Tissues |
| <input type="checkbox"/> | <input type="checkbox"/> | Flashlight |

DURING CAMPER PICK-UP

Parents, please make sure you:

- Arrive in time to see your camper participate in closing ceremonies.
- Sign out your camper(s) from their cabin leader. We may ask to see photo ID as part of ACA best practices.
- Pick up camper medications from the office.
- Have a look at our Lost & Found display... you'd be surprised what campers forget they own!



PARENT & GUARDIAN QUESTIONS

PACKING

What should my camper NOT bring to camp?

These items affect the camp atmosphere by distracting campers or compromising safety and privacy.

- Digital and Wi-Fi ready devices.
- Knives, weapons, imitation weapons, safety pins
- Sexually explicit, profane, violent, or drug/alcohol related apparel and magazines
- Illicit drugs or alcohol
- Money (you won't need any during camp)

Can I send snacks with my camper?

We'll keep your campers so well fed that they won't need snacks! Snacks attract mice and pests into our cabins. We also want to protect campers with allergies. If you do send snacks, we ask that you hand them in to us at Drop-Off. Campers can access their snacks throughout the day.



KEC is a no-nut facility! Do not send snacks with traces of peanuts and/or tree-nuts.

Should my camper bring a camera to camp?

Absolutely! Please keep in mind that campers don't always remember to protect their cameras from the elements.

KEC requires parents and campers with digital cameras to review our Internet & Media Privacy Policy.

What about packing prescription medications?

We keep common over-the-counter (OTC) medications for aches and pains, coughs and colds, itches and scratches, and indigestion.

If your camper will require special OTC, or prescription medications during their stay, you must:

- Label each medication with the camper's name, medication, prescribing doctor and phone number, and brief directions for use.
- Fill out a Distribution of Medication Form and hand in ALL meds during Camper Drop-Off. You can specify if a camper needs to keep their inhaler or epi-pen on their person.

PICK-UP & DROP-OFF

What if I need to pick up my camper early?

Please notify the Summer Director during Camper Drop-Off. Alternately, you can contact the Summer Director by phone BEFORE you arrive to pick up your camper.

Can anyone drop my camper off for camp?

As long as all waivers, medical forms, and registration have been completed, you are welcome to send your camper to camp with someone you trust.

Can anyone pick-up my camper?

Only people you identify during registration, or on Drop-Off Night, can pick up a camper.

What if I'm running late on Pick-Up Day?

Contact the Summer Director ASAP so we can plan accordingly and let your camper know. Please understand that waiting for a late ride can be a very anxious experience for your camper.

CONTACTING CAMPERS

Can I leave notes/send e-mails for my camper?

Campers LOVE receiving surprise mail when they are at camp! You can contact your campers in 3 ways:

- Send us an e-mail for your camper. We'll deliver it within the day.
- Create notes in advance and put them in our Camper Mailbox during Drop-Off. We'll deliver your letters on the days you label them for.
- Make your camper a note at our Camper Mail station during Drop-Off.

Can I phone my camper during camp?

While we discourage phone calls because they disrupt the camp experience, we recognize that some campers might need to make or receive a call due to anxiety or special circumstances. We trust that you'll only make calls if necessary, and never deny you access to your camper! We will get your approval before letting a camper call home.



KEC & THE DIGITAL WORLD

OUR POLICIES



WE DISCONNECT TO RE-CONNECT...

The KEC Experience is built upon connections between our campers, staff, and nature. To create authentic connected experiences, we do not allow digital or wifi devices at camp.

WHAT NOT TO BRING

- Cell Phones
- Laptops, Netbooks, Tablets
- Handheld Game Consoles
- MP3 Players, Stereos
- Other WiFi ready devices
- **Please do bring: inexpensive digital cameras**

WHY NOT TO BRING IT

- Emphasize human connections
- Encourage more time outdoors
- Allow a break from everyday life and concerns
- Ensure the safety and privacy of campers while camp is in session
- Prevent theft and damage to expensive devices



If campers forget, and bring their devices to camp, we will ask them to hand their devices in to the office where we keep them locked and safe until camp is over.

WE PROTECT THE SAFETY AND PRIVACY OF OUR CAMPERS.

This is a summary of many policies outlined in our staff manual including: *The Internet & Media Privacy Policy, Staff Social Media Responsibilities, and FOIP*. Everyone has a role to play in protecting our campers.



PARENTS/GUARDIANS

- Give or deny consent for photos of your camper to be included in our
 - **Secure Gallery (and/or)**
 - **Web & Print Marketing**
- Go over these policies with your camper before and after camp.
- Do not discuss personal information about other campers.

CAMPERS

- Do not post photos or comments online while camp is in session.
- After camp, do not post personal photos that involve other campers without their guardians' permission.
- Do not post photos from KEC's secure online gallery.
- Do not share personal information about other campers.

KEC STAFF

- We will not use camper photos for marketing with expressed consent from a parent/guardian.
- KEC will ensure that only photos of campers with consent will be published in the online gallery.
- Our staff will not post photos of, or discuss, campers in their personal social media.



KEC hosts campers who cannot have their images or names published online. By respecting these policies, you are helping protect vulnerable campers who trust that camp is a safe place for them.



ABOUT OUR SECURE ONLINE GALLERY.

Throughout the week we will post photos of all the camp action to our secure online gallery. You will receive the password from your Cabin Leader on Drop-Off day. Downloading and printing these photos for personal use is free! KEC retains the copyright to all photos in the gallery, so please do not post them online.



WHAT YOU SHOULD KNOW ABOUT THE CABIN LIFE



CABIN ASSIGNMENTS

We take many factors into consideration when we group campers in a cabin.

How are campers grouped?

- We try to group campers that are close in age.
- There are usually 5-7 campers in a cabin.
- We like to mix up camper groups each year.

Can I be in the same cabin as my friends?

You can request cabin buddies during registration. We will group cabin buddies if the request is mutual. We do our best to group buddies, but we cannot guarantee this in rare cases where camper numbers and age spans do not permit.

How many counselors will I have?

You will have a Cabin Leader who will be 18yrs or older, and First Aid certified. Depending on circumstances, your cabin might also have a Junior Counselor.



CABIN ETIQUETTE

Please keep these tips in mind as you become part of your cabin clan!

No ghost stories, please.

Not everyone enjoys a scary story. We prohibit ghost stories because so that all campers can feel at home.

We celebrate diversity!

Please be aware that campers who use derogatory language about religion, ethnicity, special needs, gender, or sexuality, will be subject to our discipline policy.

Respect personal space and property.

Help your cabin mates feel at home by waiting for an invitation to sit on their bunks or use their belongings.



CAMPER DISCIPLINE

Behaviour is an issue when it endangers the physical or emotional wellbeing a camper or the other campers around them.

Discipline may involve:

- Verbal warnings from a counselor or the Directors.
- A call home to discuss repeat or serious behaviour.
- Being sent home (if previous options don't work).

FREQUENTLY ASKED

CAMPER QUESTIONS

What happens if I have to go to the bathroom in the middle of the night?

Just wake up your Cabin Leader and they will gladly walk you there.

What if I have an accident in bed?

First of all, you should know that you aren't the only camper! Privately tell your cabin leader. Our staff have lots of experience sneaking bedding out of the cabin so that you can have fresh bedding without anyone else noticing.

Do I have to hang out with my cabin all day?

Nope! Each day, there are lots of activities that encourage campers to mix outside of their cabin clans.

Will I have a set bedtime?

Yes, and for good reasons! Our days are action packed right from the wake-up call! We set bedtimes to ensure that campers are rested enough to handle 5 very active days!

Are campouts mandatory?

Sometimes Cabin Leaders will plan special campouts where their campers can sleep in tents and cook over a fire. We like to push campers beyond their comfort zones, but never want anyone to feel unsafe. If you aren't comfortable camping out, your Cabin Leader can make arrangements for you to spend the night with another cabin clan.



WHAT IS A CABIN CLAN?

Each cabin group forms their own clan name and banner. Your Cabin Leader will also come up with special chants, handshakes, or other customs to set your clan apart from everyone else. Your clan will have opportunities to compete for honour during clan challenges. Belonging to a clan means having a special identity within the camp community.